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UNITED NATIONS **ST**

Secretariat

ST/IC/1996/20
11 March 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: PROCEDURES GOVERNING THE DISPATCH OF PERSONAL MAIL FROM UNITED NATIONS OFFICES AWAY FROM HEADQUARTERS

1. The purpose of the present information circular is to remind staff members, particularly those serving in field missions or offices away from Headquarters, of the procedures to be followed when using the United Nations diplomatic pouch to New York, Geneva or Vienna for the forwarding of personal mail for onward dispatch by the respective national postal services.

2. As provided for in administrative instruction ST/AI/368 dated 10 January 1991 (para. 3 (d)), in exceptional circumstances, where mail service is unavailable or inadequate, or in designated hardship areas, a limited number of personal letters and periodicals will be accepted for pouching to or from staff in offices away from Headquarters. Staff members availing themselves of this service must ensure that the postage affixed to each item is sufficient to cover the cost of delivery to the destination from New York, Geneva or Vienna. All mail should contain the sender's name and return address. Mail not bearing sufficient postage is subject to delay and/or return to the sender by the Government post offices responsible for the processing and dispatch of such mail.

3. Mail routed via the diplomatic pouch to New York must bear either United Nations stamps in United States dollar denominations or stamps issued by the United States Postal Service. Mail routed to Geneva for onward dispatch must bear United Nations stamps in Swiss franc denominations or stamps issued by the Swiss Postal, Telephone and Telegraph Service. Mail routed to Vienna for onward dispatch must bear United Nations stamps in Austrian schilling denominations or stamps issued by the Austrian Postal, Telephone and Telegraph Service.

4. For the convenience of staff on mission or field assignment, the mission mail and diplomatic pouch unit normally has available United Nations stamps denominated in the above currencies for sale to staff. Current postage rate charts are also available for consultation at these locations.

5. The United Nations accepts no responsibility for checking personal mail to ensure that the correct postage is affixed and reminds staff members that access to the diplomatic pouch for the routing of personal mail is provided, under exceptional circumstances, as a courtesy for those serving in hardship locations only.

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UNITED NATIONS **ST**

Secretariat

ST/IC/1996/21
14 March 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in February 1996.

Annex

PLACEMENT AND PROMOTION

1 February to 29 February 1996

Name	Gender	Releasing Dept./ Office	Receiving Dept./ Office	Post level
PROMOTION				
Bolger, Christopher	M	ECLAC	ECLAC	P-3
Leone, Gaetano	M	UNCHS	UNCHS	P-3
Neto, Frederico	M	DESIPA	DPCSD	P-3
Pawlik, Regina	F	DAM/OHRM	DAM/OHRM	P-3
Hu, Maoya	M	ESCAP	ESCAP	P-4
Kell, Georg	M	UNCTAD	UNCTAD	P-4
Korontzis, George	M	OLA	OLA	P-4
De Saint-Robert, Marie-Josée	F	UNOG	UNOG	P-5
Kamps, Thomas	M	DAM/IMIS	DAM/OHRM	P-5
Omoregie, Shola	F	DPA	DPA	P-5
Shane, Kyaw Kyaw	M	DPCSD	DPCSD	P-5
El-Amir, Ayman Mohamed	M	DPI	DPI	D-1
Wuestenhagen, Axel	M	DPI	DPI	D-1
TRANSFER				
East, Lois Margaret	F	DAM/OHRM	UNOV	P-5